

Little Traverse Bay Bands of Odawa Indians
Job Posting

Job Title: CUSTODIAN
Department: Facilities & Safety
Reports to: Maintenance Leader – Buildings
Status: Non-Exempt
Salary: \$11.85 to \$16.03 per hr. / (\$24,648 to \$33,342) Annual
Level: 2
Opens: June 5, 2014
Closes: June 26, 2014

SUMMARY

Provides clean, sanitary, orderly and satisfying surroundings for employees and the general public. The Custodian promotes sanitary conditions which prevent the spread of infection and odors. May be required to perform tasks, which involve exposure to visible contamination or reasonably anticipated contamination. The Custodian must follow the required procedures for handling, cleaning, disposing, or moving of objects/materials and/or the clean-up of blood, infectious materials, or body fluids containing blood in accordance with the OSHA Blood-borne Pathogen Standard or the LTBB Exposure Control Plan for Blood-born Pathogens. This position is responsible for the cleaning of all restrooms, hallways, offices, etc within the LTBB Governmental Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Operates various mechanized cleaning equipment, such as vacuums, polishers, buffers, etc.
- Maintain facility in a sanitary condition.
- Requires working in damp, dusty and dirty areas. Must clean up bodily fluids, as required.
- Responsible for disposal of trash, waste, and other disposable materials.
- Must handle various cleaning solvents, chemicals, etc. Must comply with all regulations such as OSHA, EPA, etc.
- Have an understanding knowledge of the MSDS manual and policies associated with chemical usage.
- Damp dust furniture, light fixtures, window sills, etc.
- Empty trash containers and recycling bins daily.
- Wet mop floors in all rooms and bathrooms daily.
- Clean wash basins daily.
- Report any needed repairs immediately to supervisor (such as leaky faucets or toilets, loose tile, broken window panes, any defective parts, etc.).

- Check entire area for spills periodically, especially in bathrooms.
- Follow instructions on use of germicidal solutions to clean. All procedures for solution use will be part of the custodial training.
- Use safety precautions in all housekeeping services.
- Ability to work with limited supervision.
- Completing housekeeping assignments in accordance with established departmental standards.
- Assist where needed in the maintenance of all Tribal properties and facilities.
- Must have the highest regards for confidentiality.

OTHER SKILLS AND ABILITIES

Must be able to work well with others, has to be able to work alone and without constant supervision. Must be able to multi-task, and able to take direction.

EDUCATION AND/OR EXPERIENCE

High School diploma or equivalent required. Must be able to read work varied schedules; on-call if needed. One to two years of recent, general housekeeping experience required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee must occasionally lift and/or move up to 30 to 50 pounds.

COMMENTS

Indian Preference will apply. Individual must be able to pass a criminal background investigation.